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MEMORANDUM FOR: Assistant Director, Personnel  
THROUGH : Management Staff/DA  
SUBJECT : Transfer of Office of Training Positions to TSS

Date: 31 01 78 025

1. For some time this Office and the Technical Services Staff have been negotiating for the inclusion of TSS-type instruction in certain of our courses at [REDACTED]. This instruction will be given by two TSS instructors who are currently on the T/O of that Office, but in departmental slots which must be vacated and used for another purpose. This situation raises the question as to who will provide and retain the needed slots. Originally, it was the intention of this Office to have these instructors occupy slots on the Office of Training [REDACTED] T/O. In fact, we have provided slots for this purpose. However, experience and recent events, including the results of considerable discussion on the subject, seem to indicate that it would be preferable for OTS to transfer them to the T/O of the Technical Services Staff. These slots would be available to that Office as long as our need for this type of instruction exists - probably as long as we continue to provide Clandestine Service-type training. The decision to request transfer of these slots is based on a number of considerations but mainly on the following:

a. TSS has established a testing unit at [REDACTED] which consists of two positions on the Technical Services Lab/TSS T/O, but located at [REDACTED]. These positions were approved on 1 November 1954. It is felt that rather than have two separate units of TSS [REDACTED] it would be better to transfer our two positions and combine them with the two testing positions and thereby establish a single TSS unit at [REDACTED] similar to the Communications unit at [REDACTED].

b. The administration of and the logistical support rendered to the TSS effort would be immeasurably simplified if we were to deal with one individual.

c. Although the TSS function is training, in the broad sense of the word, it is very specialized training and in our opinion somewhat similar to Communication training which is handled exclusively by that Office.

d. TTD does not have slots on its T/O for this purpose. OTR has made provision for them and is willing to transfer them to TTD.

2. It is requested that positions Number U743 and U743.01, both GS-12 Training Instructors, be transferred from the Investigative Techniques Branch, Training Division, [REDACTED] OTR, and combined with the two testing positions recently established under the Technical Services Lab, TSS at [REDACTED] which we understand are to be transferred to the Training Division, TTD. This will then establish the TSS unit of four positions at [REDACTED] as a field branch of the Training Division, TTD.

3. Administrative arrangements relative to this transfer, including the transfer of funds for the positions, will be initiated immediately upon approval of this proposal.

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for [REDACTED]  
MATTHEW R. BIRD  
Director of Training

CONCUR:

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Chief, TSS/DD(P)

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Chief, Management Staff, DD(A)

MB/VJH/bd (30 November 1954)

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